

After School Snack Program Handbook

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Arizona Department of Education
September 2004

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After School Snacks in the Child and Adult Care Food Program

The Child and Adult Care Food Program (CACFP) is a Federal program that offers reimbursement for nutritious meals and snacks to infants, young children, and impaired adults who receive day care and is in Arizona by the Arizona Department of Education. The CACFP also offers reimbursement to help organizations serve snacks to children in after school care programs. After school snacks give children a nutritional boost and encourage participation in supervised activities that are safe, fun, and filled with learning opportunities. The intent of the After School Snack Program is to assist organizations that operate organized programs of care, which include educational or enrichment activities known to reduce or prevent children's involvement in juvenile crime or other high-risk behavior. After school programs can claim reimbursement for one snack per day for school age children who are 18 or under at the start of the school year; if a student's eighteenth birthday occurs during the school year, reimbursement can be claimed for snacks served to the student for the remainder of the school year.

Program Eligibility

In order to participate in the After School Snack Program under the CACFP, sites must:

- ❑ Operate by a public and private non profit organization, or for profit proprietary title XX
- ❑ Be in compliance with all state and local sanitation requirements
- ❑ Be *area eligible*
- ❑ Have structured activities with an educational or enrichment focus

Licensure - After School sites do not have to be licensed child care facilities, unless required by the Arizona Department of Health Services. If a site does not require licensure, it must still meet all state and local health and sanitation regulations as well as the Arizona Department of Education Child Care Standards for Nonlicensed Facilities (Appendix A).

Status of Sponsor - After school program sites may be operated either by a public or private nonprofit organization or a for-profit organization. A non-profit organization must have tax-exempt status from the IRS. A for-profit organization must maintain 25% of its total enrollment or licensed capacity as Title XX

recipients or 25% of total participants or at least 25% of participants are eligible for a free or reduced meal.

Area Eligibility - All sites must be area eligible*. A site is area eligible if it is located in an area of a school (elementary, middle, or high school), which at least 50% of enrolled students are certified eligible for free and reduced priced meals. To determine a schools free and reduced priced eligibility, you may contact that school, or a CACFP Specialist at (602) 542-8700. The information is also available on the Arizona Department of Education website at <http://www.ade.az.gov/health-safety/cnp/nslp>. Click on *Percentage of Free and Reduced Reports*.

Required Activities - The after school program must also provide activities with an educational or enrichment focus in an organized and supervised environment. Educational or enrichment activities could include arts and crafts, homework assistance, life skills, and computer or remedial education. Competitive sports teams are not eligible to participate in the after school snack component of CACFP. However, after school care programs that include a supervised sports activity as part of their enrichment program may be eligible. The Child Nutrition Programs (CNP) Office can assist you in determining if your after school care program provides “educational or enrichment” activities.

Reimbursement

All snacks served in the After School Snack Program will be reimbursed at the FREE rate (for the current rate, see the reimbursement rates in the application packet). A site may claim reimbursement for snacks served during the regular school year, including weekends, holidays, spring break, and fall break. Snacks served during summer vacation are not eligible for reimbursement in the After School Snack Program. In areas where school operates on a year-round basis, at risk after school care programs may receive reimbursement for snacks through the CACFP all year. Programs participating in the After School Snack Program may elect to participate in the Summer Food Service Program (SFSP) or traditional CACFP to obtain reimbursement for snacks served during summer vacation. Please contact the CNP Office at (602) 542-8700 for further information.

****NOTE:** Child care centers may participate in both the traditional CACFP and the After School Snack Program, but no child may be claimed for more than a total of 2 meals and 1 snack, 2 snacks and 1 meal, or 3 snacks per day.

* If your site is not area eligible, you may still qualify for CACFP reimbursement for snacks served to children age 12 and under. Please contact the Child Nutrition Programs Office at (602) 542-8700 for further information.

Meal Pattern

In order to be eligible for reimbursement, a snack must contain minimum servings of at least two of the four CACFP meal pattern components that follow:

1. Milk
2. Fruit/vegetable
3. Meat/meat alternate
4. Grain/bread

See page 5 for minimum serving sizes and page 6 – 9 for menu ideas.

Application for Participation

In order to participate in the After School Program under the CACFP future Sponsors must attend to the Application and Record Keeping, Nutrition and Menu planning and Web base claiming trainings complete and submit an application for participation. Complete applications will be processed within 30 days from the time of receipt. Incomplete applications will be held without being processed until all required information is obtained.

Approval Procedures

Once your application has been processed you will receive an approval packet in the mail. Your approval packet will include:

- ❑ New Sponsor welcome letter
- ❑ A copy of the signed Food Service Agreement for your records
- ❑ CNP Web claiming instructions
- ❑ The name and phone number of your assigned CACFP Specialist
- ❑ Your approval date, which is the day you may begin claiming reimbursement

Start keeping your records when you submit your application to the CACFP for approval. This will help to ensure that you will have the necessary records in place to claim reimbursement from your approval date forward.

Recordkeeping Requirements

Once your application has been processed, you will be able to claim retroactively from the date the application was approved, provided all the necessary records have been kept.

After school sites participating in the After School Snack Program are required to maintain the following records:

- ❑ Daily meal counts
- ❑ Documentation of each child's daily attendance
- ❑ Documentation of menu and food served (production worksheet – page 10)

Current records should be maintained on site, and all records must be maintained for a minimum of five (5) years.

Snack Meal Pattern for Children

Component	Children 3 through 5	Children 6 through 12*
Milk, fluid	½ cup	1 cup
Fruit or Vegetable or Juice ³	½ cup	¾ cup
Meat or meat alternates:		
Lean meat, fish, or poultry	½ ounce	1 ounce
or Cheese (natural or processed only)	½ ounce	1 ounce
or egg	½ egg	1 egg
or yogurt	½ ounce	1 ounce
or cooked dry beans or peas	1/8 cup	¼ cup
peanut butter or other nut/seed butters	1 Tbsp.	2 Tbsp.
or peanuts, soy nuts, or other seeds	½ ounce	1 ounce
or an equivalent quantity of any combination of the above meat/meat alternates.		
Grains/Breads:		
Bread	½ slice	1 slice
or Cornbread, rolls, muffins or biscuits	½ slice	1 slice
or Cereal (cold, dry)	1/3 cup ¹	¾ cup ²
Cooked cereal, pasta or noodle products, or grains	¼ cup	½ cup

¹ 1/3 cup (volume) or ½ ounce (weight), whichever is less.

² ¾ cup (volume) or 1 ounce (weight), whichever is less.

³ Juice must be 100%, full strength.

* Portions for children ages 13–18 can not be less than the portions stipulated for children ages 6-12. USDA recommends that programs offer larger portions for older children (ages 13-18) based on their greater energy requirements.

Sample After School Snack Menu

(children age 6-12)

Monday	Tuesday	Wednesday	Thursday	Friday
Wheat crackers Cheese	Peanut butter Bagels	Cottage cheese Peaches	Tortilla Refried beans	Graham crackers Milk
Yogurt Orange	Banana Milk	Baked Potato Cheese	Corn flakes Milk	Pretzels Apple juice
Oatmeal Cookie Milk	Granola bar Grape juice	Fruit Cocktail Chocolate Milk	Apples Cheese	Breadsticks Orange juice
Carrot sticks Soda Crackers	Blueberry muffin Milk	Pineapple chunks Milk	Ham slices Wheat crackers	Applesauce Milk

Sample After School Snack Menu

For programs with limited kitchen facilities
(children age 13-18) *

Monday	Tuesday	Wednesday	Thursday	Friday
Wheat Thins Cheese Milk	Peanut butter Bagels Apple juice	Cottage cheese Peaches Milk	Tortilla Refried beans Milk	Graham crackers Pineapple chunks Milk
Yogurt Orange Soda crackers	Banana Raisin toast Milk	Baked Potato Cheese Milk	Corn flakes Celery Milk	Pretzels Peanuts Apple juice
Oatmeal Cookie Apple Milk	Granola bar Cottage Cheese Grape juice	Fruit Cocktail Graham Crackers Chocolate Milk	Apples Cheese Milk	Breadsticks Orange juice Milk
Carrot sticks Soda Crackers Milk	Pears Blueberry muffin Milk	English Muffin Pineapple chunks Milk	Ham slices Wheat crackers Milk	Nilla wafers Applesauce Milk

* Third snack component is optional but recommended for children over the age 13.

Sample After School Snack Menu
For programs with traditional kitchen facilities
(Children age 13-18)*

Monday	Tuesday	Wednesday	Thursday	Friday
Oatmeal cookie Orange Milk	Soft pretzel Pineapple chunks Milk	Beef chili Corn muffin Green grapes	Chicken roll-up** Carrot sticks	Grilled cheese & tomato sandwich Chocolate milk
Ham pita** Peach smoothie	French toast sticks Apple Milk	Peanut butter sandwich Chocolate milk	Sliced Turkey Green salad Cheese crackers	Potato wedges w/ cheese sauce Granola bar
Turkey ham cubes Wheat crackers Apple juice	Chicken salad sandwich Broccoli Florets	Blueberry muffin Peaches Chocolate Milk	Turkey kabobs** Milk	Pasta & vegetable salad Banana Milk
Nachos Carrot sticks Milk	Lowfat yogurt Raisin bagel Apple	Tuna salad sandwich Milk	Beef rollup** Orange juice	English muffin Pear Milk

* Third snack component is optional but recommended for children over the age 13.

** Recipe from *Child Care Recipes: Food for Health and Fun*

Additional Snack Ideas

Soda Crackers Orange	Peanut Butter Apples	Cereal Milk
Egg Toast	Cheese Tortilla	Pancake Kiwi
Tuna Fish Bread	Pineapple Cottage Cheese	Wheat Crackers Fruit Cocktail
Ritz Crackers Apple Juice	Apple Cheese	Peanut Butter Tortilla
Pretzels Milk	Carrots Bread	Cornbread Grape Juice
English Muffin Cheese	Oatmeal Milk	Waffle Cantaloupe
Bagels Peanut Butter	Macaroni Tomato Soup	Banana Wheat Roll
Muffin Applesauce	Yogurt Graham Crackers	Apples Peanut Butter
Peaches Biscuit	Cookies Milk	English Muffin Watermelon Slices
Wheat Crackers Grapes	Pancake Apple Juice	Banana Bread Milk
Tortilla Chips Cheese	Banana Yogurt	Cheese Crackers Milk

Important Phone Numbers

- ❑ For questions regarding claims, call Tracey Nicholson (602) 542-8736
- ❑ For questions regarding possible errors in your reimbursement, call Child Nutrition Programs (CNP) accounting at (602) 542-4277
- ❑ To request materials related to the CACFP, call Corinna Neisinger at (602) 542-8810
- ❑ For all other questions related to the CACFP call your assigned specialist.
- ❑ CNP Toll Free number: 1-800-352-4558
- ❑ CNP Fax numbers: (602) 542-3818 or (602) 542-1531
- ❑ FNS-CACFP Online: <http://www.fns.usda.gov/cnd/Care/CACFP/snacks.htm>

ARIZONA DEPARTMENT OF EDUCATION
CHILD CARE STANDARDS FOR NONLICENSED FACILITIES

Each facility that requests approval according to the Child and Adult Care Food Program Child Care Standards must complete this form and ensure that EACH nonlicensed facility/site is in conformance with these standards. Any deficiencies noted must be corrected within sixty (60) days. Corrective action must be documented.

Sponsoring Organization _____ C-T-D # _____

Total Number of Sites _____ Date _____

STAFF/CHILD RATIOS, Outside School Hours Care:

(a) 6 years up to 10 years – 1:15

(b) 10 years and above - 1:20

The ratios show the maximum numbers of children in each of the specified age groups that are permitted to be under the supervision of one caregiver. For example, fifteen (15) children, aged 6 years up to 10 years, are permitted to be under the care of one caregiver. For children 10 years and above, the standards allow a maximum of twenty (20) children to be under the supervision of one caregiver. When care is provided to children from both these age groups the following computation can be used to determine the minimum staffing requirements:

Age Range	# of Enrolled Children		Max # of children for 1 caregiver		Number of required caregivers
6 yrs through 9 yrs	25		15		1.67
10 yrs and older	30		20		1.50
All decimals in the total number less than .50 are rounded down, and all decimals greater than .50 are rounded up.					Total 3.17 = 3

PRESCHOOL RATIOS:

(a) 6 weeks up to 3 years – 1:4

(b) 3 years up to 6 years – 1:6

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Does the staff/child ratio meet standards at all sites? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are the day care services available to all children without discrimination on the basis of race, color, national origin, gender or disability? | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> | | |
| 3. Do all facilities have current fire/safety and health/sanitation permits? (Within past 12 months) ATTACH COPIES. | <input type="checkbox"/> | <input type="checkbox"/> |

<hr/>			
4. Do all facilities hold fire drills in accordance with fire and building safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO	
5. Is ventilation, temperature and lighting adequate at each site for children's safety and comfort?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are the floors/walls at each site clean and maintained in a condition that is safe for children?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Considering the ages of the children and the size of the group, are space and the arrangement of the equipment adequate for:			
a) Periods of play?	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>			
b) Periods of rest? (arrangements for rest must be made for preschool-age children)	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>			
8. Are organized activities available at each site for children? Please describe.	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>			
a) Are there games and materials available that are appropriate for the children in care?	<input type="checkbox"/>	<input type="checkbox"/>	
Comments	<hr/>		
9. Are there adequate kitchen and restroom facilities at each site?	<input type="checkbox"/>	<input type="checkbox"/>	
Comments	<hr/>		
10. Do facilities have procedures for referring families of children to appropriate local health and social service agencies? Describe procedures	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
<hr/>			
11. Is there an established procedure at each site to ensure prompt notification of the parent or guardian in the event of a child's injury or illness? Describe procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>			
12. Is there an established procedure to ensure prompt medical treatment in case of emergency? Describe	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
<hr/>			
13. Is each child observed daily for any indication of difficulties in social adjustment,	<input type="checkbox"/>	<input type="checkbox"/>	

illness, neglect, or abuse? Describe what actions would be initiated.

<hr/>		
14. Are first aid supplies available on the premises of each site? Is at least one staff member currently qualified in first aid, including artificial respiration techniques?	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	YES	NO
15. Do staff members undergo periodic health assessments? If yes, what are these assessments?	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
16. Are health records, including records of medical examination and immunization maintained for each enrolled child?	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
17. Describe the types of orientation and ongoing training in child care that is provided for all staff.	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
18. Are parents provided with the opportunity to observe their children in care? What opportunities for observation are provided?	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
19. Has your organization established a procedure for periodic evaluation of your program on the basis of CACFP Child Care Standards?	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		

I certify that the information included on the CACFP Child Care Standards form is true and correct to the best of my knowledge. I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Signature_____Title_____

